

Name: _____

Animal Care Assistant**Directions:**

Evaluate the student by entering the appropriate number to indicate the degree of competency.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
1 Unsuccessful Attempt – unable to meet knowledge or performance criteria and/or required significant assistance
2 Partial Demonstration – met some of the knowledge or performance criteria with or without minor assistance
3 Knowledge Demonstrated – met knowledge criteria without assistance at least once
4 Performance Demonstrated – met performance criteria without assistance at least once
5 Repetitive Demonstration – met performance and/or knowledge criteria without assistance on multiple occasions
6 Mastered – successfully applied knowledge or skills in this area to solve related problems independently

NOTE: The code in brackets is the competency identification number used in computerized management systems.

☐ The student has successfully completed the Health Care Assistant Core Competencies.

0	1	2	3	4	5	6	A. Introduction to Veterinary Medicine	Notes:
							1. Identify the roles and responsibilities of veterinary team members [A001]	
							2. Maintain professional work habits [A002]	
							3. Apply ethical and legal principles to the veterinary field [A003]	
							4. Maintain confidentiality [A004]	
							5. Recognize local, state, and federal regulations that affect veterinary practice [A005]	
							Other:	

0	1	2	3	4	5	6	B. Communication Skills	Notes:
							1. Communicate effectively with animal owners (clients) and coworkers [B001]	
							2. Greet clients appropriately [B002]	
							3. Use correct terminology and grammar when communicating with clients and coworkers [B003]	
							4. Treat clients and coworkers with respect and courtesy [B004]	
							5. Answer telephone properly [B005]	
							6. Transfer calls [B006]	
							7. Place caller on hold [B007]	
							8. Take accurate telephone messages [B008]	
							Other:	

0	1	2	3	4	5	6	C. Basic Office Procedures	Notes:
							1. File alphabetically and numerically [C001]	
							2. Complete identification band and cage card [C002]	
							3. Maintain animal identification [C003]	

								4. Use observation skills to assist with daily progress notes [C004]	
								5. Assist with admitting animals into the clinic [C005]	
								6. Assist with discharging animals from the clinic [C006]	
								7. Clean, dust, restock, and straighten supplies [C007]	
								8. Report low inventory [C008]	
								Other:	

0	1	2	3	4	5	6	D. Animal Identification	Notes:
							1. Identify common breeds of animals treated [D001]	
							2. Utilize species terminology appropriately [D002]	
							Other:	

0	1	2	3	4	5	6	E. Clinic Safety	Notes:
							1. Identify types of hazardous materials [E001]	
							2. Prepare hazardous materials for disposal [E002]	
							3. Identify biohazard label [E003]	
							4. Identify OSHA requirements pertinent to the veterinary practice [E004]	
							5. Locate and read material safety data sheets (MSDS) [E005]	
							6. Maintain a safe environment for animals and workers [E006]	
							7. Prevent disease transmission [E007]	
							8. Maintain personal hygiene [E008]	
							9. Follow clinic procedures for cleaning [E009]	
							10. Handle antiseptics and disinfectants safely [E010]	
							11. Clean and routinely check for cleanliness of exam room [E011]	
							12. Clean and routinely check for cleanliness of surgical and treatment areas [E012]	
							13. Clean, disinfect, and routinely check for cleanliness of floors and corridors [E013]	
							14. Clean and routinely check for cleanliness of outdoor exercise areas and the parking lot [E014]	
							15. Remove hair/debris from drain grate in bathtubs, and routinely check bathtubs for cleanliness [E015]	
							16. Identify common zoonotic diseases [E016]	
							17. Identify modes of transmission of zoonotic diseases [E017]	
							18. Identify steps in preventing zoonotic diseases [E018]	
							19. Identify diseases that require isolation or quarantine [E019]	

								20. Implement isolation procedures [E020]	
								21. Identify principles that influence animal behavior [E021]	
								22. Recognize common warning signs of aggression [E022]	
								23. Identify procedures for safely approaching animals [E023]	
								Other:	

0	1	2	3	4	5	6	F. Animal Care	Notes:
							1. Assist in restraining animals as directed [F001]	
							2. Securely support the animal's body weight when lifting [F002]	
							3. Identify potential routes of escape and take precautions [F003]	
							4. Examine restraint devices for security [F004]	
							5. Follow clinic procedures for walking and exercising animals [F005]	
							6. Properly lift animals [F006]	
							7. Walk and exercise animals [F007]	
							8. Recognize and report changes in conditions [F008]	
							9. Observe and report abnormal conditions [F009]	
							10. Recognize worms (internal parasites) in stool [F010]	
							11. Recognize the presence of external parasites [F011]	
							12. Report observed parasites [F012]	
							13. Clean and disinfect dog and cat compartments [F013]	
							14. Clean and disinfect bird cages [F014]	
							15. Clean and disinfect rodent and rabbit cages [F015]	
							16. Clean and disinfect equine and food animal stalls [F016]	
							17. Clean and disinfect feed and water containers [F017]	
							18. Measure and deliver food as directed [F018]	
							19. Monitor and replenish water supply [F019]	
							20. Record appetites [F020]	
							21. Recognize and follow NPO orders [F021]	
							22. Weigh animals on a platform scale [F022]	
							23. Weigh animals on a balance scale [F023]	
							24. Weigh animals on an infant scale [F024]	

								25. Weigh large animals using a weight measurement tape [F025]	
								26. Weigh animals on a portable scale [F026]	
								27. Record weight [F027]	
								28. Prepare animal for bathing and dipping [F028]	
								29. Bathe animal using prescribed shampoo or medication [F029]	
								30. Identify and implement appropriate drying techniques [F030]	
								31. Clean and disinfect tub [F031]	
								32. Remove hair/debris from bathtub drain [F032]	
								33. Follow safety precautions when using dips [F033]	
								34. Apply dips as directed [F034]	
								35. Recognize side effects of insecticide reaction [F035]	
								Other:	

0	1	2	3	4	5	6	G. Clinic Procedures	Notes:
							1. Maintain and clean equipment and instruments [G001]	
							2. Collect a fecal specimen [G002]	
							3. Collect a voided urine specimen [G003]	
							4. Label and store all types of specimen containers [G004]	
							5. Bag and label animal according to instructions [G005]	
							6. Store bagged animals appropriately [G006]	
							Other:	